

INSTRUCTIONS FOR COURT REPORTER ANNUAL REPORT

Reporting Year: January 1, 2007 through December 31, 2007

The “Court Reporter Annual Report” must be filed on-line by all court reporters employed by the court (not including contract typists) no later than March 31, 2008.

In the appropriate area, provide the name of court reporter, work phone, the name of the county for which court reporting services were provided, and court identification number (i.e., Marion Circuit Court: 49C01). If you perform court-reporting services for more than one court, report for **only** the primary court. (Example: If you work for Circuit Court but occasionally fill in or type transcripts for Superior Court, report that your court is Circuit Court, but still report **all** fees.)

1. Rate for County Indigent Transcripts – Transcripts provided to individuals who have been declared indigent by a court in a criminal proceeding and which have been paid from **county funds**.
2. Rate for State Indigent Transcripts – Transcripts provided to individuals who have been declared indigent by a court in a criminal proceeding and which have been paid from **state funds**.
3. Rate for Private Transcripts – Private transcripts are those that are provided in either a civil or criminal proceeding that are paid for by a non-governmental entity, i.e. a private individual, organization, corporation, etc.
4. Copy Rate for Transcripts – The cost for copies of a transcript.
5. Expedited Transcript Rate(s) – Transcripts that require delivery to a requesting party within a limited time frame.
6. Indigent Money Collected – Enter the total money collected for indigent transcripts, depositions, and hearings.
 - a. Do not include money for copies.
 - b. Additional fees, if any, for exhibits should be included here.
 - c. Indicate not only complete transcript preparation, but also partial transcripts prepared for other court reporters or for other courts.
 - d. **If no money was collected for the category, please indicate “0” or “none” for the totals.**
7. Money Collected for Other Government Transcripts – For example, prosecutors or any other government office but **not** Public Defender.
8. Non-indigent Money Collected – Enter the total money collected for private transcripts, depositions, and hearings.
 - a. Do not include money for copies.
 - b. Additional fees, if any, for exhibits should be included here.
 - c. Indicate not only complete transcript preparation, but also partial transcripts prepared for other court reporters or for other courts.
 - d. **If no money was collected for the category, please indicate “0” or “none” for the totals.**
9. Money Collected for Copies - Provide the total copy money collected for all hearings and depositions transcripts. **If no money was collected for the category, please indicate “0” or “none” for the totals.**
10. Total of All Money Collected – Add together lines 6, 7, and 8.
11. Total number of Transcripts – Enter the total number of indigent and non-indigent transcripts.

Copies of the Court Reporter Annual Report Worksheet and instructions are also available on-line at: www.in.gov/judiciary/admin/courtmgmt

To obtain your password, please contact the JTAC Helpdesk at 1-888-275-5822